

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
November 20, 2018

Call to Order: Mr. Wolf, President, called the meeting to order at 7:30 PM.

Mr. Wolf stated that in accordance with the Open Public Meeting Act adequate notice of the meeting has been given to the *Record*, posted in the library, on the library website and filed with the Township Clerk.

Present:

Mr. Koster
Mr. Grob
Ms. Javer
Mr. Lee
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Mercadante

Absent:

Ms. Clarkin
Mayor Roth
Dr. Schoen

Pledge of Allegiance

Public Present:

Public Comment:

A motion was made by Mr. Lee and seconded by Mr. Wendrychowicz to open the meeting to the public at 7:33 PM. Motion passed unanimously.

Seeing no public present, a motion was made by Mr. Wendrychowicz and seconded by Ms. Javer to close public session at 7:33 PM. Motion passed unanimously.

Secretary's Report:

Mr. Koster proposed that the minutes from the meeting on October 22, 2018 under Public Comment be amended to read as follows:

Mr. Feeson asked if the library board members are selected by the Mayor and if the questions for the mayoral meet the candidates' night will be chosen by the trustees. Mr. Wolf responded that the trustees are appointed by the Mayor and the questions for the events are selected by two board members, however the questions are not disclosed to anyone, including the other trustees. Mr. Feeson and Ms. Eileen Dinice both expressed their opinion that a conflict of interest may exist with trustees selecting the questions. The board members explained that the library board began hosting the event for the benefit of the community after the Mahwah League of Women voters stopped. The board would be happy if another organization in Town was willing to host the event. Mr. Wolf stated, that based on the boards' experience in running the event, we have determined this to be an effective way to organize the meeting. However, we are open to any suggestions for improvement in the future. The structure for this year includes time for each candidate to give an introduction, answer three or four questions, make a closing statement and time afterwards to talk to personally to the candidates.

Mr. Feeson asked if the events will be taped. Mr. Wolf responded that the event will be streamed live on the library's Facebook page, after the event it will be available to view on YouTube. Ms. Dinice recommended that the candidates should be given the questions in advance so that they can better

answer the questions. Mr. Wolf stated that in the past we have given one question out in advance however this year we did not. Ms. Dinice asked the board about the content of the questions that were selected. The board responded that they did not know what questions were selected.

Mr. Lee proposed the following change to the minutes on page 5, under Public Session:

A motion was made by Mr. Spiech and seconded by Ms. Javer to close public session at ~~9:52~~ 8:52 PM.

A motion was made by Mr. Koster and seconded Mr. Lee to accept the minutes as amended for the meeting on October 22, 2018. All approved the motion, except for Mr. Wendrychowicz who abstained. Motion passed.

Treasurer's Report:

Financial Reports - Mr. Wolf reported, overall year to date, revenue is on budget and expenses are \$70,000 below budget. The board approved moving \$50,000 to the capital account last month which is not reflected in the account balances for October since the transaction occurred in early November. The board discussed making the second \$50,000 transfer to capital. Mr. Hadelers stated that before the second transfer is made he wants to make sure there is enough cash flow to get us through February.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javer to accept the October 2018 Treasurer's Report.

Roll Call:

Ms. Clarkin - absent
Mr. Grob - yes
Ms. Javer - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Wendrychowicz - yes
Mr. Wolf - yes
Mayor Laforet - absent
Dr. Schoen - absent

Motion passed.

Bills for Payment - Mr. Wolf questioned what the BCCLS and Opto International bills were for. Mr. Hadelers responded that the BCCLS bill is for the fourth quarter bill and the Opto International bill is for the display gondolas that were purchased in August.

A motion was made by Mr. Wolf and seconded by Mr. Lee to approve the October 2018 Bills for Payment as presented.

Roll Call:

Ms. Clarkin - absent
Mr. Grob - yes
Ms. Javer - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes

Mr. Wendrychowicz - absent
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

Introduction of 2019 operating budget – Mr. Hadelier stated that this was among the most difficult budgets we have faced in the nine years that he has been doing the budget. In the past we were able to save money by reducing staff expenses through retirements or resignations; we can no longer do that since our staff is relatively young and unlikely to depart. 2019 will be a difficult year due to the \$8,400 decrease in the municipal appropriation, combined with predicted increases in medical insurance and pension payment, plus the new \$9,000 cost of BCCLS delivery service. These combine to \$38,000 and an estimated 5%, \$9,000 increase in medical expenses.

Mr. Hadelier highlighted the following changes that were made to the 2019 budget:

- The personnel budget is relatively flat, going up only .62% by taking out a part-time technology assistant that was budgeted at \$20,000 and not filled. The personnel line does not include any of the changes that the strategic planning committee has discussed, such as more personnel devoted to library programs and creating a full-time marketing coordinator position. The personnel line include nominal staff raises for existing staff, but little else.
- Most lines for library materials (books, DVDs, etc) were cut. There is an increase in funding for adult online e-books, e-audio books, other e-content which supplements eContent provided by BCCLS. Value Line, Morning Star, Tutor.com and other online services were kept the same for the time being. Tutor.com may be removed to shift more money into e-books and e-audio books.
- Programs were cut by 8.5% from \$81,000 down to \$74,00 to make the bottom line work.
- A big change was made to two broad categories 5720 Contact maintenance and 5730 Direct maintenance, they were combined and replaced with new categories to better track expenses for HVAC, janitorial services, electrical, plumbing, elevator and safety/security and other maintenance and repairs.
- The budget is a draft and anticipates presenting a revised budget next month when he has the final numbers for medical insurance. He recommended that it is prudent to ask the Friends of the Library to transfer \$4,000 of their money to the library either this month or next month.

Following the budget review, the following was discussed:

- Ms. Javer questioned spending money on museum passes since we are a library and have plans to cut spending on library materials. Mr. Hadelier responded that many of the museum passes we offer are discounted and they are popular with our patrons.
- Mr. Wendrychowicz stated that this year's budget makes it evident that we should consider seeking an increase in the millage rate, as Mr. Koster has been talking about for years. Increasing the millage rate is now possible through the Johnson legislation passed in late 2017, we are financially tight and we need more than the 1/3 of a mill to operate. The board discussed the issue and steps needed for begin the process to get a referendum on the ballot to increase the millage rate/funding.
- Mr. Hadelier responded that from his own experience it will take eighteen months to succeed with the referendum. He explained that the first step will be for the strategic planning committee to identify this as a strategic priority and the board can at that point make a decision.
- The board discussed how the willingness of the community to vote for increasing the library's funding will depend on how much they value the library's services and are informed of the financial situation that exists. Mr. Wolf recommended at the appropriate time appointing a committee.
- Mr. Hadelier reminded the Board that the Library has been flat funded since 2014 and that if the trend continues, we will not be able to fund operating expenses much beyond 2020. We need to

make it known that this will not only impact capital projects, like the children's room, but also programs, collection and other services. We may need to reduce or eliminate popular after-school programs, or Sunday concerts. By increasing the millage rate, we can continue to afford to provide services in the future.

- Mr. Hadelers suggested that if the board would like to make changes to the budget, now would be a good time to do that.

Director's Report:

Children's Room Enhancements - Mr. Hadelers stated that the change to the children's room included in his report describes the change of the theme. The new enchanted forest theme that we came up with appears to be better suited for the library and the community. Mr. Hadelers reviewed Janice Davis' new drawing for the end panels and columns, the theme runs throughout the room giving it a cohesive feel that you are in enchanted forest. Mr. Hadelers reported the budget is about the same, there is additional cost for the trees and eventually we can paint the walls dark green behind the collection.

Upgrading the CCTV System – Mr. Hadelers showed the board a live view of the check-out desk with the one of the new cameras, the recordings are very good and the software is very easy to search. The second camera is a temporary camera that is a higher resolution. He stated that he has been getting quotes from CDW-G for a server that will have about 40 terabytes of storage, installation is going quicker than expected. All the cameras are infrared at night and can search for movement during a certain time period with multiple cameras at the same time. The interior cameras will be installed by Hector and himself, the exterior camera installation may require an outside contractor.

Mr. Wolf questioned if the replacement telephone system will be VoIP. Mr. Hadelers confirmed that it will be. Mr. Wolf asked if the engineering costs for the HVAC upgrades will be in the strategic plan. Mr. Hadelers stated that he met with Mike Kelley from Boswell Engineering and his partner who deals with HVAC, and is waiting for a proposal on the engineering fees to replace the children's HVAC unit and the run linear diffusers along the soffits in the Winter Room that will allow the HVAC to operate much quieter.

ESL program – Mr. Hadelers stated that the ESL program is doing great and pointed out that we will begin running citizenship courses in the new year. There will be two tutors and the two citizenship courses that will run for ten weeks.

Monthly Statistical Reports:

The statistics were reviewed and acknowledged.

Committee Reports:

Strategic Planning Committee – Ms. Javer stated that the committee discussed a lot of information and issues which are included in their report in the packet. She explained that they are working on establishing priorities, for example, the PR/Marketing Assistant position full-time is a thumbs up, digital signage was a big plus, energy efficiency replacing the LED is not a priority but will save money, passport options and money generation is a big topic, a library app that is optimized, upgrading the web-site and coffee service.

Old Business: Mr. Wolf reported that a few people commented about the venue for Meet the Candidates Night. The venue was discussed due to issues with the live stream. Mr. Hadelers recommended keeping it at the Senior Center since we have a better handle on their networking or we can do it in the library. The board discussed holding the event in the courtroom and concluded that while the space would resolve issues with video recording, it is very much political and not conducive to the format of the event. The board suggested that the date for next year's event will be October 24th, Mr. Hadelers agreed to check for any conflicts.

New Business:

A *motion* was made by Mr. Lee and seconded by Ms. Javer to accept following scheme to correct the trustee five year appointment cycle:

- *Trustee A: Term ends in 2018 – New term ends in 2020 – Appoint for five years after that*
- *Trustee B: Term ends in 2018 – New term ends in 2023*
- *Trustee C: Term ends in 2018 – New term ends in 2023*
- *Trustee D: Term ends in 2019 – New term ends in 2024*
- *Trustee E: Term ends in 2019 – New term ends in 2024*
- *Trustee F: Term ends in 2021 – New term ends in 2026*
- *Trustee G: Term ends in 2022 – New term ends in 2027*

Motion passed unanimously.

Trustee Education:

Mr. Wendrychowicz reported that by end of the year he will have picked up fifteen trustee credits for trustee education. He reported that the meeting with Leslie Berger was successful, he asked Kurt to send some of our brochures which they appreciated. Mr. Wendrychowicz stated that Joy is phenomenal and he hopes she will become full-time. He stated that by going to these meetings you get to hear what is going on with the legislation and what they are proposing, the construction grant will not happen until late spring.

Public Session:**Executive Session:****Upcoming Meeting Dates:**

- Fri. 12/7: MRCC holiday luncheon, 11:30am Crowne Plaza
- Wed. 12/19: Monthly Board meeting, 2019 budget adoption
- Thu. 12/20: Staff holiday party, library closing at 1 pm
- Wed. 1/16: Monthly Board meeting

Adjournment:

A *motion* was made by Mr. Grob and seconded by Ms. Javer to adjourn the meeting at 9:01 PM. *Motion* passed unanimously.

Respectfully submitted,

Sharon Javer
Secretary